



Job Description

IT AND DATA TECHNICIAN

Overview

The IT and Data Technician provides information technology and data support for the activities and operations of the Vietnam Education Foundation. S/he reports directly to the IT and Data Manager in the VEF Hanoi office. To keep the Hanoi office management informed of work activities, the IT and Data Technician copies his/her supervisor, the Program Manager for VEF Programs, and the Country Director (CD) on all emails and reviews VEF program issues with the Program Manager for VEF Programs in the absence of his/her supervisor.

Specific duties and responsibilities

- 1. Assist the IT and Data Manager in activities related to VEF Hanoi Office's IT system**
 - a. Maintain and develop the software system including the in-house VEF online application system and online management system (OMS) for VEF.
 - b. Run the dedicated server for the VEF website and the VEF online software.
 - c. Manage VEF email accounts.
 - d. Set up the IT system for VEF events outside the VEF Hanoi Office, including the integrated IT equipment/system for the VEF interview mission.
 - e. Administer the VEF websites.
 - f. Run the LAN at the VEF Hanoi Office.
 - g. Manage and have the VEF IT devices repaired as needed.
 - h. Improve and maintain VEF IT documents, while focusing in particular on the Standard Operating Procedure (SOP) manual of the IT division of VEF.
 - i. Answer technical questions of outsiders related to the VEF software system.
 - j. Help train other staff in basic IT skills when needed.
 - k. Assist in solving technical issues for the VEF Hanoi and U.S. staff.
- 2. Assist the Program Team in activities related to all VEF Programs**
 - a. Update the VEF database.
 - b. Export data from the VEF database.
 - c. Do reports and data analysis related to VEF Programs.
- 3. Carry out other duties consistent with the position as assigned by the IT and Data Manager, the Program Manager for VEF Programs, and the Country Director.**

4. Respond to IT and data requests made by the U.S. headquarters staff, which are typically vetted through the IT and Data Manager and/or the Country Director.

Qualifications and requirements

1. Vietnamese national
2. A minimum of a Bachelor's degree in Information Technology
3. In-depth capacity in web developing using PHP, MySQL, HTML, JavaScript
4. Proficient computer skills in MS Office and Internet research
5. Superb skills in constructing charts, tables, and figures displaying data
6. Fluency in English (listening, speaking, reading, and writing) with emphasis on speaking and writing
7. Strong interpersonal communication skills
8. Ability to work well on a team
9. Ability and availability to travel in-country and internationally as required by VEF
10. Attention to detail and accuracy
11. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation

Desired qualifications

1. Knowledge in computer networking, hardware, Linux, Web server, Mail server, and Database server
2. Previous work experience with an international development organization, an educational exchange organization, or a non-profit agency
3. Experience living, working, or travelling outside of Vietnam

APPLICATION PROCEDURE

Please send: 1) A cover letter in English, specifying how you meet the qualifications; what your salary expectation is; 2) A resume in English with your full contact information, including an email address; and 3) Contact information for at least 3 references to include name, title, phone numbers, and email address to:

Manpower Development Company (MDC)

Address: Atlanta Residences Building

Unit G01, 49 Hang Chuoi, Hanoi; Telephone: (04) 6278 2790/6294 7259;; **Email:**

ha.le@mdcvietnam.com and anh.nguyen@mdcvietnam.com

DEADLINE FOR APPLICATIONS: February 28, 2008

The position will remain open until filled.

If you are selected for an interview, you will be notified BY EMAIL and required to provide VEF with copies in English of your university transcripts and three letters of

recommendation regarding your professional qualifications. For the interview, you are required to give a brief power point presentation on how you intend to carry out the duties of this position. In addition, you will be asked to write a brief, spontaneous essay on a topic presented to you on the day of the interview.

Date of Hire: Immediate

No follow-up phone calls or inquiries to VEF please.

The Vietnam Education Foundation is an Equal Opportunity Employer.